

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
(415) 865-4272 Web site: www.courtinfo.ca.gov/jobs

EMPLOYMENT OPPORTUNITY

JOB TITLE: **Supervising Budget Analyst**
Administrative Budget Management and Support Unit

JOB REQ #: **2598**

LOCATION: **San Francisco or Sacramento, California**

Chaired by Chief Justice Ronald M. George, the Judicial Council of California provides policy direction to the courts and advises the Governor and the Legislature concerning court practice, procedure, and administration. The Council performs its constitutional and other functions with the support of its staff agency, the Administrative Office of the Courts (AOC).

The AOC offers a full range of administrative support to the judicial branch, which comprises the state Courts of Appeal, the trial courts, the Habeas Corpus Resource Center, and the Judicial Council. This support includes legal research and advice; court project development and implementation; legislative analysis and advocacy; judicial and staff education; human resources services; information systems development; and accounting, business services, and budget advocacy, development, and management.

The Finance Division

The Finance Division provides the judicial branch and the trial courts an integrated program of support and services for budget management and coordination, accounting, procurement, contracts, and audits.

The Administrative Budget Management and Support Unit - Within the Office of Budget Management, this unit is responsible for developing and monitoring baseline budgets, allocations, and monthly expenditure forecasts for the Supreme Court, the Courts of Appeal, and the AOC. This work requires extensive ongoing coordination with program staff and management, including ensuring that supporting budgetary reports and authorization forms such as the Personal Services Report, Transfer of Budget Allotments, and Position Action Requests are prepared accurately. This unit also assists programs in the development of Budget Change Proposals, ensuring that these are prepared in a technically correct manner and written to communicate funding needs as effectively as possible.

The **Supervising Budget Analyst** is responsible for ensuring that program staff is provided technical support in a manner that maintains the highest level of customer service. This position is also responsible for keeping management informed of important budgetary or other technical issues as they arise. The position supervises staff that is stationed in Sacramento and San Francisco, and must be available to travel to meet with staff at both sites on a regular basis, and as needed.

RESPONSIBILITIES

- Developing baseline budgets;
- Drafting and updating budget procedures and policies;
- Preparing initial allocations and reallocations as necessary;
- Acting as a primary budgetary liaison with division managers within the AOC, as well as with the Courts of Appeal, the Supreme Court, and the Habeas Corpus Resource Center;
- Researching information for and responding to questions from the Administrative Director of the Courts and the Director of the Finance Division; and
- Conducting workshops on technical budget processes and issues.

MINIMUM QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in business or public administration or finance, and three years of professional analytical experience in budget development, analysis, and planning, including a minimum of one year of supervisory experience. Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of the non-supervisory experience.

OR

Two years performing duties equivalent to a Senior or Staff Budget Analyst in the executive, legislative, or judicial branches of California state government.

Must be available to work occasional evening and weekend hours, as needed.

DESIRABLE QUALIFICATIONS

- Extensive knowledge of state budget processes;
- Experience with state-level accounting practices and procedures;
- Supervisory experience;
- Knowledge and experience with fiscal reporting and procedures;
- Knowledge and experience in public program development and implementation; and
- An understanding of how the Judicial Branch is structured and funded.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. This position requires the submission of our official application. Resumes without an application will not be considered.

To complete an online application, please visit our Web site at: <http://www.courtinfo.ca.gov/careers/view.htm>, select job category "Finance/Accounting/Budget", and search for Job Req. #2598", Supervising Budget Analyst.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
Human Resources Division
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3660
Telephone: 415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$6,741 - \$8,192 San Francisco
 \$6,395 - \$7,772 Sacramento

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month

- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer